



## District Assembly

SBCCD Boardroom, 114 S. Del Rosa Drive, San Bernardino CA 92408

# Meeting Minutes – November 6, 2018, 3:00 PM

### 1. CALL TO ORDER

Denise Allen called the meeting to order at 3:04pm.

### 2. CHANCELLOR'S REPORT

Chancellor Baron reminded the members to vote. He reported on the 2<sup>nd</sup> Annual Chancellor's Leadership Academy. CHC President search finalists press release was sent districtwide. Forums are next week with livestream capabilities. Special Board meeting on the 19<sup>th</sup> to make a recommendation to the Board.

### 3. APPROVAL OF MINUTES

Stephanie Lewis-Briggs moved approval of the October 2, 2018 minutes with the correction to reflect Bethany Tasaka as the seconder. Laurie Green seconded the motion. Unanimous approval.

### 4. OLD BUSINESS

#### A. APPROVAL OF NON-ACADEMIC & PROFESSIONAL APs and BPs FOR 2<sup>ND</sup> READING

- i. BP 1100 The San Bernardino Community College District (no AP)
- ii. BP 1200 District Mission Statement (no AP)
- iii. BP & AP 3720 Computer and Network Use
- iv. BP & AP 6751 Parking Citation Payment Plan

Cassandra Thomas moved approval of BP/APs listed in 4.A. Bethany Tasaka seconded the motion. Unanimous approval.

#### B. ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR INFORMATION

- i. BP & AP 4100 Graduation Requirements for Degrees and Certificates  
Hold until December

#### C. CHAPTER 2 APs and BPs SUBMITTED FOR INFORMATION

- i. None

#### ITEMS PULLED FOR SEPARATE ACTION

##### AP 7120 Recruitment & Hiring

TL Brink moved approval to keep the red and strike the green in the second paragraph. Mark McConnell seconded the motion. Unanimous approval.

##### BP & AP 7250 Educational Administrators

Stephanie moved approval to hold the AP and bring back next month. TL seconded the motion. Opposed: Cassandra Thomas, Mark McConnell, Denise Allen. All others in attendance agreed.

#### Discussion:

- Item 7.B on page 30 – we should keep red text and strike the green text until DA is able to review the handbook.
- Faculty work - Where did the language come from? Further research on the history of changes is needed.
- CTA contract is not up for negotiation and DA should not be involved in contract negotiations.

BP & AP 7260 Classified Supervisors and Managers  
Red text to stay until the handbook is reviewed by DA.

BP & AP 7250 Educational Administrators  
Hold until other individual APs are approved and will be referenced in this AP.

## 5. NEW BUSINESS

- A. NON-ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR 1<sup>ST</sup> READING
- i. BP & AP 3590 Energy Conservation
  - ii. BP & AP 6330 Purchasing – revisions were distributed at the meeting to replace agenda item
  - iii. AP 7126 Applicant Background Investigations and Reference Checks
  - iv. BP & AP 7130 Compensation
  - v. AP 7145 Personnel Files
  - vi. BP & AP 7150 Evaluation
  - vii. BP & AP 7160 Professional Development
  - viii. BP & AP 7385 Salary Deductions
- B. ACADEMIC & PROFESSIONAL APs and BPs
- i. BP & AP 4226 Multiple & Overlapping Enrollment
  - ii. BP & AP 4232 Pass/No Pass
- C. DA CONSTITUTION SUBMITTED FOR 1<sup>ST</sup> READING (separate handout)  
Discussion: The DA Constitution was created in the late 80s/early 90s by Jay Edwards, Computer Science Professor at CHC and the first DA chair. A constitution & bylaws are the same. DA has focused on APs and BPs and not on the purpose of DA as written in the constitution, which led to the end of semester survey. Reports should be from standing district committees and rotate so everyone is aware. Jeremiah reviewed other CCDs and proposed a model for DA in February 2017. The DA charge and membership was modified in April 2018.
- D. END OF SEMESTER SURVEY (separate handout)  
Discussion: Add #4. In what ways are you sharing information from DA with your constituency group? Please provide evidence. Discuss results of survey in December and determine what to do with the DA Constitution.
- E. CCLC Legal Updates #33 (p84)  
Discussion: Bring changes and new BPs and APs forward next month on consent.

## 6. UPDATES

- A. TESS Written Report
- B. Human Resources Written Report
- C. Strong Workforce CHC & SBVC Update – no update

## 7. REPORTS

- A. Academic Senates  
Mark McConnell reported on Statewide Academic Senate Plenary. Guided Pathways must be faculty driven for funding to be considered. New funding model is creating confusion systemwide.

Celia Huston reported on the resolutions passed that the AS will begin work on. Establishing term length. Updates from campuses on By December 15 to have a plan to the State Chancellor. Completion by May 31. Jeremiah is working with researchers on a draft.

B. Classified Senates

Judy Rodriguez reported setting goals, discussing constitution and bylaws.

C. Student Senates

Luis reported on the Trustee forum, attended General Assembly, Smoke-free campus.

## 8. PUBLIC COMMENTS

*Any member of the public who wishes to address the Committee on any matter is limited to five minutes. The total time for members of the public to speak on the same or a similar issue shall be limited to 20 minutes. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the meeting as possible.*

None

## 9. FUTURE TOPICS

- A. District Support Services Update (December 2018)
- B. Brand Identity Update and Draft District Logo (December 2018)
- C. Budget Update (December 2018/February 2019)
- D. Progress on accomplishments, opportunities and challenges in working towards the EMPs, DSSSP, and Accreditation (February 2019)
- E. Membership Election (February 2019)
- F. AB 104: Adult Education Block Grant Update (February 2019)
- G. Webadvisor Update (February 2019)
- H. Draft Staffing Plan (March 2019)
- I. Emergency Management Committee (March 2019)
- J. Committee Evaluation (April 2019)
- K. Election of President & VP (April 2019)
- L. Preliminary BP & AP Review Schedule (April 2019)
- M. Calendar Committee Update (April 2019)
- N. Annual approval of 6-year AP/BP review schedule (September 2019)
- O. District Program Review & District Strategic Plan Update (October 2019)
- P. Police Department Written Report (October 2019)
- Q. District Committee Reports (TBD)

## 10. ADJOURN

Next meeting: December 4, 2018

Adjourned at 4:27pm